

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I.     Position Title:     Utility Locator

Revision Date:     02/16  
EEO Category:     Technician  
Status:             Non-Exempt  
Control No:        30555

II.     Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Field Services Supervisor, performs skilled work pertaining to the locating of utilities, mapping, GPS data gathering, drafting, inspecting, and researching of the City drinking water, irrigation, flood control, and street lighting systems.

III.    Essential Duties:

- Locate and mark utility infrastructure (Blue Staking).
- Coordinate with contractors and others who request locations of utilities.
- Interpret maps to determine the location of utilities.
- Operate utility locating equipment.
- Collect and organize field data related to utility infrastructure (GPS).
- Coordinate with engineering and field personnel as needed to locate utilities.
- Develop and maintain records of Blue Staking requests and activities.

IV.    Marginal Duties:

- Collect and organize file information related to utility infrastructure.
- Perform elementary mapping and drafting of utility systems.
- Use sketches and drawings to complete the drafting of utility system maps.
- Maintain mapping files.
- Prepare maps of Sandy City's utility systems.
- Input utility system data into various computer programs.
- Assist with inspection efforts as needed.
- Coordinate with engineering and field personnel on mapping efforts.
- Complete work orders and various other records pertaining to work activities.
- Cross train in meter reading and electric street lighting.
- Perform other duties as assigned.

V.     Qualifications:

**Education:** High School graduate or equivalent education required.

**Experience:** One year of experience in engineering, construction management, equipment operation or related field preferred.

**Certificates/Licenses:** Requires a valid Utah Driver's License. Encouraged to become a certified Utah State Water Distribution Operator (Grade IV preferred).

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Tools, machines, and equipment used in the operation, maintenance, and construction of the water, irrigation, flood control and street light systems; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state, and

federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment, and operations; computer operations and geographic information systems (GIS).

**Responsibility for:** Great responsibility for the accuracy of locating utility infrastructure; great responsibility for the care, condition, and use of materials, equipment, and tools.

**Communication Skills:** Ability to furnish and obtain information from contractors, other city departments, and department employees; frequent contact with contractors; establish effective working relationships with employees and the public.

**Tool, Machine, Equipment Operation:** Regular use of a telephone, copy machine, computer, fax machine, calculator, City vehicle, global position satellite receiver (GPS), metal detector, utility line detector, and powered and non-powered hand tools.

**Analytical Ability:** Follow verbal and written instructions; read plans and blueprints; prioritize tasks; ability to manage documents and records.

VI. Working Conditions:

*Physical Demands:* While performing duties of job. Employee typically handles office equipment, objects, and controls. Position requires frequent communication with others and frequent climbing, balancing, walking, bending, kneeling and stooping; moderate lifting and carrying of up to 50 lbs. Employee may sit or stand for long periods of time.

*Work Environment:* Great mental effort is required daily; moderate pressure and fatigue are present in this position due to frequent exposure to deadlines, overtime, and field work. Occasional overtime with some weekend work is required. Field work requires regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, toxic fumes, high voltage equipment and heavy equipment; outdoor work in traffic and all types of weather; and working at heights and in confined spaces, including trenches, vaults and manholes. Frequent supervision of fieldwork is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_